



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

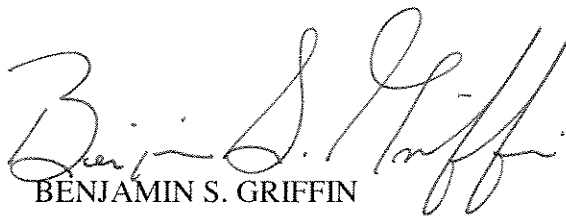
AMCPE

5 MAR 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQAMC Hiring Guidance

1. Results from the G-1 Lean Six Sigma Black Belt Project on the HQAMC Hiring Process highlighted two areas requiring improvement so we may remain competitive in the Washington metropolitan area job market. Results indicated selections take an average of 31 days; initiation of a hiring request takes up to 77 days. While there can be extenuating circumstances, we must remain vigilant in filling our jobs quickly.
2. Effective immediately, there will be a two-pronged approach to improving our hiring posture. First, selections for positions at GS-13 and below (or pay band equivalent) should be made within 14 calendar days upon receipt of the referral list. Extensions should be rare and must be requested by G-Staff Principals through the HQAMC CPAC. Second, initiation of hiring requests will be submitted immediately upon employee notification of departure.
3. Personnel actions will continue to be routed through G-1 for position management review and G-8 to ensure funds are available. Coordination from these G-staffs should take no more than 72 hours after receipt of the action. **Secretary of the Army and Vice Chief of Staff of Army hiring approval requirements remain valid. In accordance with Vice Chief of Staff of the Army Memo, Subject: FY07 1<sup>st</sup> Quarter Execution Review, dated 1 Feb 07, I will now be the approval authority for all outside Army hires.**
4. The G-1 will report status of personnel actions to the Command Group on a monthly basis to ensure timely hiring remains a priority within the Headquarters. Your designated CPAC Specialist is available to assist with all personnel actions.
5. The Command POC is Judy Anstine, e-mail [Judith.anstine@hqamc.army.mil](mailto:Judith.anstine@hqamc.army.mil), telephone (703) 806-8154.

  
BENJAMIN S. GRIFFIN  
General, USA  
Commanding

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